EDITED TASK LISTING

CLASS: PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Tracking and processing warrants and parolee transfers.
2.	Liaison with outside law enforcement agencies.
3.	Develops/provides training.
4.	Responds to requests for information from department and other agencies.
5.	Develops, interprets and applies appropriate laws, rules and regulations.
6.	Develops/keeps statistical reports.
7.	Extracts information from various automated systems.
8.	Identifies, researches and resolves discrepancies on warrants.
9.	Contacts agent of record regarding warrants with discrepancies to be resolved.
10.	Explains warrant requirements/process to agents and other detaining agencies.
11.	Prepares and processes Governor's Warrants.
12.	Makes changes to warrant purge dates on CLETS and NCIC.
13.	Works with Program Technician staff to interpret/clarify info on warrants.
14.	Drafts/updates procedural memos for Program Tech staff.
15.	Ensures department is in compliance with all regulatory and procedural requirements.
16.	Evaluates situations accurately and takes appropriate action.
17.	Communicates effectively with management on status of workload.
18.	Organizes and prioritizes workload.
19.	Processes notifications on upcoming warrants to be purged.